



SREE BALAJI MEDICAL COLLEGE AND HOSPITAL
No 7- Works Road ,Chromepet, Chennai 600 044

IMPORTANT INSTRUCTIONS to the candidates allotted through centralized counseling by MCC of DGHS, New Delhi for admission to MBBS Course (2024-25)

Candidates who have been allotted through centralized counseling by the MCC of DGHS, New Delhi for admission to MBBS Degree course in Sree Balaji Medical College and Hospital for the academic year 2024-25, are advised to report and complete the admission process strictly within the date and time specified in the 'Allotment Letter' issued by the MCC of DGHS.

Venue for reporting by the candidates
Admission Office (Hospital Campus)
SREE BALAJI MEDICAL COLLEGE AND HOSPITAL
No 7- Works Road, Chromepet, Chennai 600 044, Tamil Nadu.

Helpline: 93613 37267 , 9150195430 , 044 42911000 , 044 22415603

Kindly report along with **original certificates and** Tuition fees in the form of **Demand Draft/ UTR** No. for **Electronic Transfer through RTGS/NEFT** as specified. The certificates/documents to be submitted **in Original** along with **2 sets of photocopies** of the same are:

1. NEET UG 2024 Entrance Exam Hall Ticket
2. NEET UG 2024 Score Statement
3. Provisional Allotment letter issued by MCC of DGHS
4. 10th Mark Sheet
5. 11th Mark Sheet (State Board)
6. 12th Mark Sheet
7. Transfer Certificate
8. Conduct Certificate
9. Community Certificate (if applicable)
10. Migration Certificate (if necessary)
11. Birth Certificate
12. Candidate's and parent's Aadhaar card Original and 3 photo Copies
13. Passport Size Photos 10 (write the name of the Candidate behind the photos & Same photo used in NEET 2024 Hall Ticket)
14. Post Card Size Photo 3 Nos (Same photo used in NEET 2024 Hall Ticket)
15. "Hepatitis B Vaccination" Certificate 2 Photo Copies

OTHER FEE DETAILS (Should be paid at the time of College opening only)

University Registration Fee (at the time of admission only)	Rs. 20,000/-
Admission Fees	Rs. 15,000/-
College Caution Deposit (Refundable at the end of the course, after deduction for damage, if any)	Rs. 50,000 /- (Only DD in the Name of - SREE BALAJI MEDICAL COLLEGE AND HOSPITAL)

ANNUAL HOSTEL FEE DETAILS (Should be paid at the time of College opening only)

Hostel Room Rent Only (per year)	Rs. 75000 /- (Only DD in the Name of - SREE BALAJI MEDICAL COLLEGE AND HOSPITAL)
Hostel Caution Deposit (Refundable at the end of the course, after deduction for damage, if any)	Rs. 50,000/- (Only DD in the Name of - SREE BALAJI MEDICAL COLLEGE AND HOSPITAL)
Mess Fee	Rs. 4,000/- to 5000/- Per Month (Dividing system)

FEE DEDUCTION & REFUND OF TUITION FEES PAID:

Amount of Fee to be deducted from upgraded candidate by DGHS/MCC. Refund of Tuition Fees Paid by the candidate who got admission in different college on up gradation.	Rs. 20,000/- (Rupees Twenty thousand only) In the event of candidate getting upgraded to a different college in the 2 nd round, the fee collected shall be refunded after Deducting Rs. 20000/-to the candidate to a single account only. Hence, the candidate shall furnish the Bank Details as Called for in the refund form for refund purpose.
In all cases not covered under condition in column above, the amount of fee payable (where the seat is rendered vacant without having any chance of being filled up with any other candidates)	Entire fee paid by the candidate will be deducted. In addition, the candidates shall be required to remit the `entire course fee` for the remaining years of course period. (Except those who produce upgradation letter issued by the DGHS)

General Instructions:

- If a candidate fails to report on the date and time specified by MCC of DGHS in the allotment order along with the original Certificates/Documents and/or **fails to pay the tuition fee in full** by Demand Draft/Electronic Fund Transfer through RTGS/NEFT with UTR No. on the day of admission, he/she will not be permitted to proceed with the admission process and the seat will be considered as vacant and will be duly notified to the MCC of DGHS for further action as per rules.
- If any candidate withdraws from the course of study in which he/she was admitted, after the expiry of the cut-off date prescribed for admission to that course of study or in mid-term and the seat is rendered vacant, the first year fee paid will be forfeited and the student will also be required to remit the 'entire course fee' for the remaining years of the course period.
- Students will be governed by all the University rules including rules for refund of fee, disciplinary rules, hostel rules and UGC/NMC Regulations for Curbing the Menace of Ragging etc.,
- At the time of admission, candidates should sign Undertaking and Affidavit declaring that they shall abide by the rules and regulation of the University including anti-ragging Regulations of the UGC/NMC and observe good conduct and behavior and that they are bound by the University Rules on payment of fees/refund of fees.
- Both the parents of the students (Father and Mother) shall accompany with the students for signing in the declaration form. Persons other than parents will not be allowed inside the admission section.
- If allotted under the category of OBC/SC/ST, the Community Certificate signed by the competent authority should be produced.
- If allotted in the NRI category the list of documents as prescribed by UGC/NMC shall be produced.

Note: The candidates are instructed to follow-up the website www.mcc.nic.in regularly for the Notices/Instructions issued by MCC of DGHS, Government of India.

Candidate should report only during the normal working hours of the Admission office (9.30 AM to 4.30 PM).